

## **Inclement Weather Policy**

College policy is to maintain normal operations in adverse weather conditions. However, if conditions warrant, one of three levels of closure may be implemented. The examples below are an attempt to define increasing levels of urgency. In the end, the nature of the emergency will determine what services should continue and who is then essential to the continued operation of the campus. The distinction between the levels described below is blurred by the specifics of the circumstance at hand. The following is offered as a general guideline.

All members of the campus community are valued and urged to use good judgment in deciding if they can safely travel to and from campus in adverse weather conditions. Faculty are urged to make attendance policy considerations for the difficulties that some commuter students may encounter due to adverse weather conditions. These students should be provided the opportunities to make up missed assignments.

### I. Levels of closure

#### ***Level I. Class Delay or Early Dismissal: Two hour delay, or early cancellation of classes***

Examples: ice or snow on roads that can be cleared within two hours of when classes normally begin (8 am) or flash flood that will cause dangerous road conditions before the normal close of classes (4 pm).

On duty: all staff and administrators

Release: students and faculty

#### ***Level II. Classes Dismissed: Non-instructional day, campus services open***

Examples: snow day, recognition of a local or national incident

On duty: all staff and administrators

Release: students and faculty

#### ***Level III. Campus Closure: Inability to conduct business***

Examples: complete loss of power; response to a local or national incident; President issues a directive to release non-essential personnel; or Governor issues a state of emergency.

On duty: All essential staff and administrators (defined below)

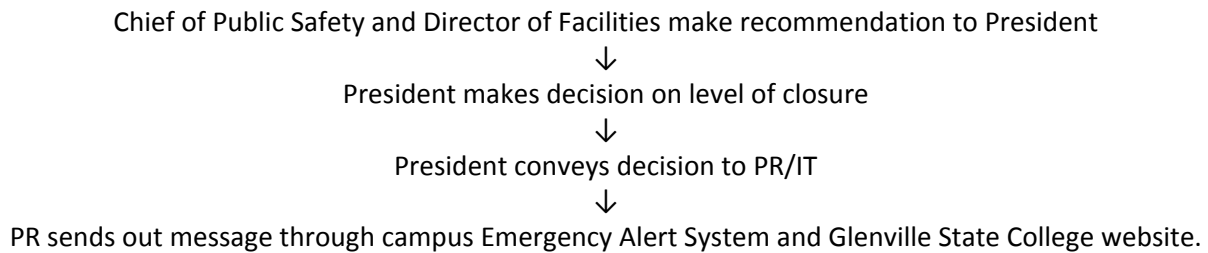
Release: all faculty, non-essential personnel (most staff), students

#### ***Essential personnel:***

- President Cabinet
- President & VPAA Assistants
- Public Safety Staff
- Food Services (particularly if residence halls remain open)
- Communications/PR & Information Technology
- Residence Life Staff
- Health Center & Counseling Center Staff
- Facilities Staff
- Human Resources Staff

## II. Decision process and announcement

Every reasonable effort will be made to determine the level of closure for the day by 6:00 a.m. As needed, notification of the media and campus community will take place immediately thereafter.



Information on class cancellation or college closing will be available as follows:

- Level of closure, as well as other emergency notifications, will be sent through the campus **Emergency Alert System**. The system sends notices via text message, Facebook, Twitter, and e-mail. To sign up for this service, [visit this link](#).
- The announcement of the canceling of classes or closing of the College will be broadcast over area television and radio stations. The television stations are: WDTV-5, WBOY-12, WTAP-15, WSAZ-3, WCHS-8, WOWK-13 and WOAY-4. Radio stations include: WBRB (101.3 FM), WVRC (104.7 FM), WDBS (97.1 FM), WAFD (100.3 FM), WKQV (105.5 FM), WVBD (100.7 FM), WSGB (96.5 FM/1490 AM), WVAR (98.1 FM/600 AM), WSWW (95.7 FM), WVAQ (101.9 FM), WKKW (97.9 FM), WAJR (1440 AM), WFBY (102.3 FM), WWLW (106.5 FM), WCIR (103.7 FM), WHAW (980 AM), WVRW (107.7), and West Virginia Public Broadcasting (the closest transponder being 88.9 FM).
- You can call **304-462-7361** and the operator or a recorded message will give you class cancellation or college closing information.

Students who select not to report for classes should notify their instructors by email or phone. Faculty members are expected to notify their department chair if they select not to hold class. When possible, instructors should notify their students by email of their decision to cancel specific classes. Members of the College's staff are also expected to notify their supervisor if they select not to report to work or will be reporting late.

Absences from work due to weather conditions other than during a declared emergency (Level 3 closure) must be charged against accumulated annual leave. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor. (HEPC-Series 38) Telecommuting will not be allowed unless it approved by the President.

In the event that an emergency exists, the president, in conjunction with local or state public safety officials, has the authority to close the institution (Level 3 closure). The president, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the president or her/his designee during a declared emergency (i.e., weather closure), the time worked shall be compensated according to classification. Specifically, any classified non-exempt employee that is required to work, at his/her option, shall receive regular pay for the emergency closure day plus substitute time off or additional pay at the rate of one and one-half (1 1/2) times the number of hours actually worked. All exempt employees required to work shall be given

substitute time off on an hour-for-hour worked basis. (HEPC-Series 8). Telecommuting will not be allowed unless it is approved by the President.

Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up. (HEPC-Series 8)